High School to College and Career Pathway: Post-Secondary

Area of Study: Business Education   **Pathway: Business Administrative Support**

Region: Bear River	**District:**	**School:**	**College/Institution: Bridgerland Applied Technology College**
Contact Person: Troy Christensen		**Ph.#: 435-734-0614**	Articulation Agreement in place? Yes
E-mail: tchristensen@batc.edu		**Date: 4-26-07**	**Name of Degree or Certificate: Certificate of Completion-Business Administrative Support II**

High School				College		
Course Number	**High School Suggested Academic Courses**	**H.S. Credit**	**College Credits**	**Course Number**	**College General Education Requirements**	**College Credits**
MATH 1050	*College Algebra		4	MATH 1050	*College Algebra	120
BIS 1400	*Microcomputer Applications		3	BTEC1110	Computer Literacy	90
ENG 1010	*Intro to Writing		3	ENG 1010	*Intro to Writing	90
	*English 9, 10, 11					
	*Elementary Algebra					
	Keyboarding I and II		2	BTEC1010	Keyboarding I	60
	*Intermediate Algebra					
	*Word Processing I		3	BTEC1130	Word Processing Applications I	90
	*Telecommunications					
	*Business Information Technology					
	*Accounting I and II		4	ACCT1330	Accounting I **AND**	
				ACCT1340	Accounting II	120
	*Accounting III					
	Desktop Publishing					
	Business Procedures {ETC}					
	Banking and Finance					
				BTEC1020	Business Math	60
				BTEC1040	Records Management	30
				BTEC1120	Operating System Fundamentals	30
				BTEC1140	Spreadsheet Applications I	60
				BTEC1150	Database Applications I	60
				BTEC1160	Electronic Presentations	60

				BTEC1170	Internet Applications	30
				BTEC1510	Business English	90
				BTEC1520	Business Correspondence	90
				MATH1000	Math 1	60
				WKSK1400	Workplace Relations	60

*Note: This is a regional agreement. Some classes and some concurrent enrollment agreements may not be available in your particular high school. See your individual school for specific program offering. **Note: *= concurrent   ^= distant***

High School to College and Career Pathway: Post-Secondary

Area of Study: Business Education **Pathway: Business Administrative Support**

High School				College		
Course CIP #	**CTE Pathway Courses (credits for completion)**	**H.S. Credit**	**College Credits**	**Course #**	**College Major Course Requirements**	**College Credits**
Course #	**Introductory Courses: (preferred)**	**Credit**				
52.0417	Computer Technology	.50				
52.0461	Word Processing Basics/Keyboarding	.50			See Above	
	Foundation Courses: (required)					
52.0511	Business Communications I	.50				
52.0471	Word Processing	.50				
	Elective Courses:					
52.0312	Accounting I	.50			See Above	
52.0322	Accounting II	.50				
52.0451	Administrative Procedures	.50				
52.0521	Business Communications II	.50				
52.0441	Business Law	.50				
52.0211	Business Management	.50				
52.0311	Business Math	.50			See Above	
52.0254	Business Web Page Design	.50				
52.0447	Desktop Publishing I	.50				
52.0457	Desktop Publishing II	.50				
08.0708	Marketing	.50				
32.0199	Student Internship (Critical Workplace Skills)	.25				
					Elective Courses (390 hours required)	
	Deleted courses:			ACC1350	Accounting III	60
52.0332	Accounting III	.50		ACCT2310	Computerized Accounting	60
52.0342	Accounting IV	.50		ACCT2320	Payroll Accounting	60
52.0813	Banking & Finance	.50		BTEC2010	Keyboarding II	30
52.0611	Economics	.50		BTEC2020	Keyboarding III	30
52.0419	Electronic Spreadsheets & Databases	.50		BTEC2130	Word Processing Applications Ii	90
52.0621	Entrepreneurship	.50		BTEC2140	Spreadsheet Applications II	60
				BTEC2150	Database Applications II	90
				BTEC2160	Desktop Publishing	90
				BTEC2520	Business Leadership	30
				BTEC2540	Machine Transcription	60
				BTEC2900	Special Applications	1-180

				MDTC 1050	Media Ethics and Law	30
				MDTC2100	Web Design Fundamentals	90
				MEDA 1100	Medical Terminology	90
				MEDA1200	Medical Law and Ethics	60
				MEDA1500	Medical Office Administrative Procedures I	60
				WKSK1500	Job Seeking Skills	30
				BTEC2910	Integrated Project	60
TOTAL Potential Credits Earned in High School			**19**	**TOTAL Credits Required for Degree or Certificate**		**1590**

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